

Unofficial Student Transcript of Military Learning Experiences

Purpose: This form is used to request an **unofficial** student transcript. The unofficial transcript is available on-line at <http://www.uscged.faa.gov>. Those who cannot use the on-line version may submit this form to request an unofficial transcript to document military training and service.

The unofficial student transcript will reflect the rate and training history contained in Direct Access for which there is college credit recommended by the American Council on Education (ACE). You may need to update your Direct Access account if it is not correct. The dates and the location of the training must match that of the ACE recommendation for credit to be granted. Prior service experiences and college courses will not be shown. To include this information, please submit an *Education and Training Update*, CGI Form 1563.

Please note that the unofficial transcript is not to be submitted to colleges or universities. When enrolling with an educational institution, request an official *Transcript of Military Learning Experiences* by using CGI Form 1564. To gather information to help you make a decision on which institution to attend you are encouraged to submit CGI 1562, *Personalized College Degree Plan Request*.

APPLICANT'S INFORMATION

SSN:

UNIT OPFAC:

Full Name:

Last Name

First Name

MI

USCG Affiliation: **Active Duty** **Reserve** **Civilian Employee** **Spouse**
(Check One)

Applicant Mailing Address: (If not listed in CG Global directory)

Work Phone Number:

VI. Member's Verification

In accordance with the Privacy Act, 5 USC Section 552, Family Education and Privacy Act of 1973, the applicant grants permission for the USCG Institute to provide personal and education information with partnership institutions. Personal information shall not be given to other institutions or to a third party without the applicant's written permission. ALDIST 102/94 authorizes the Institute to collect this information. The Institute will maintain the information in order to officially transcript applicant's military learning experiences. Failure to provide the requested information may adversely affect the college credit recommendations received by the applicant. Member's signature also certifies that the foregoing information is true and accurate

Applicant's Signature (Required)

Date

SEND COMPLETED FORM

Mail to: Commanding Officer (VE)
USCG Institute
5900 SW 59th St, Rm 228
Oklahoma City, OK 73169-6999

Fax: 405-954-7249
Email: ve@cginstitute.uscg.mil